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PERSONNEL

2. CATEGORIES OF PERSONNEL. This paragraph establishes the various categories of personnel in the Central Intelligence Agency and sets forth policies for the selection of Career Employees.

a. STAFF PERSONNEL

- (1) The term "staff personnel" includes staff employees and staff agents. Such personnel are appointed under the authority of the Director of Central Intelligence to serve in an employment relationship which entitles them to normal benefits provided by general Federal law or regulation for appointed employees except as modified pursuant to laws applicable to the Agency. A staff agent must meet the same employment standards as a staff employee but performs his services under cover and is appointed in pseudonym for security reasons. Staff personnel must be citizens of the United States.
- (2) Staff personnel are appointed in one of the following categories, depending on the planned use of the individual's services, the period during which it is expected that his services will be required, and his interest in and potential for career service with the Agency: Career Employee, Career-Provisional Employee, Reserve Employee, and Temporary Employee. The conversion of an employee from one category of employment to another will be accomplished by the issuance of Form 1150, Notification of Personnel Action. The several categories of staff personnel are defined below:

(a) Career Employees

- (1) Career Employees are staff personnel who, having attained age 25 and having served a provisional period of at least 3 years in CIA, are selected for long-term service in the Agency. The selection of an individual for Career Employee status will be based on his job performance, his personal conduct, evidence of his intent, capability, and desire to fulfill the service obligations of the Career Service to which he is assigned, and his potential for long-term service in CIA.
- (2) Staff personnel who have met the above criteria and who are selected for Career Employee status by the Head of their Career Service will be converted to such status by the Director of Personnel with the concurrence of the Director of Security. Service as a Reserve Employee or in a nonstaff status (see subparagraph a(2)(c) and b below) may be credited, when requested by the Head of the appropriate Career Service, toward the required three-year provisional period after review and decision by the Director of Personnel in each individual case. In special situations individuals who do not meet the age and service requirements may be selected for Career Employee status with the approval of the Director of Central Intelligence.

(b) Career-Provisional Employees

- (1) **Appointment.** Staff personnel who are employed with the intention that they shall attain Career Employee status will be appointed as Career-Provisional Employees.
- (2) **Trial Period.** An individual who is appointed as a Career-Provisional Employee will serve in a trial-period status for the first twelve months of his employment in CIA, during which time a determination will be made as to whether the individual's per-

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formance, conduct, and general traits of character have been found satisfactory or unsatisfactory. In the event the individual is held to be unsatisfactory, he shall be terminated in accordance with the provisions of [REDACTED] Separations (General).

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(3) Selection for Career Employee Status

- (a) Career-Provisional Employees who are 25 or more years of age will be considered for Career Employee status by the Head of their Career Service when they complete their three-year provisional period.
- (b) The Director of Personnel will coordinate a review of Agency records of each employee to be considered for Career Employee status, including records of the Office of Personnel, Office of Security, Office of the Inspector General, Office of Training, and the Medical Staff, and will refer pertinent information to the Head of the employee's Career Service.
- (c) The Head of the Career Service will carefully evaluate the individual's suitability for selection as a Career Employee and will forward to the Director of Personnel the name of the employee for conversion to Career Employee status, or will recommend that action be deferred for a specific period not to exceed one year, or that the employee's Career-Provisional appointment be terminated because he has failed to meet career employment standards. A recommendation for termination shall require the approval of the Deputy Director concerned.
- (d) The Head of a Career Service may request deferment of his recommendation concerning selection of an employee for career status whenever additional time is required to reach a decision about the employee's suitability or eligibility for such status. Situations under which deferment may be appropriate would include the recent reassignment of an employee to a new Career Service, the prolonged absence of the employee, or the existence of some condition making the employee temporarily unable to accept the full service obligations of his Career Service. The Director of Personnel shall be responsible for ensuring that deferred cases are brought up for review at the end of the deferment period and that a specific and conclusive recommendation is made by the Head of the Career Service within a reasonable period of time, generally not more than 30 days.
- (e) If the employee is selected for Career Employee status by the Head of his Career Service, the Director of Personnel will formalize his conversion to such status. If the recommendation as approved by the Deputy Director concerned is that the individual be terminated, the Director of Personnel will take appropriate action including, if indicated, the submission of a request to the Director of Central Intelligence that he terminate the individual's Career-Provisional appointment under the authority contained in section 102(c) of the National Security Act of 1947, as amended.
- (f) When an individual's Career-Provisional employment is terminated because he has failed to meet career employment standards, the effective date shall be established by the Director of Personnel in consultation with the Head of the Career Service

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(g) An individual whose Career-Provisional employment has been terminated because he failed to meet career employment standards may be employed in a Temporary, Reserve, or contractual capacity if an appropriate requirement for his services exists.

(c) **Reserve Employees**

- (1) Staff personnel who are employed with the intention of serving in a noncareer status for a period of more than one year but not to exceed five years will be appointed as Reserve Employees. Reserve appointments will terminate at the end of the prescribed period or upon the expiration of the need for the employees' services, whichever is earlier. Reserve appointments may be renewed for additional periods of five years or less upon recommendation of the Deputy Director concerned.
- (2) Reserve appointments will be used to meet requirements for personnel which are believed to be of less than five years duration or to employ specialists or other individuals possessing special qualifications which are urgently needed by the Agency but who do not desire a career with the Agency.
- (3) Reserve Employees who demonstrate potential for and interest in a career in CIA may be selected as Career Employees, if otherwise eligible, upon the recommendation of the Head of the Career Service concerned.

(d) **Temporary Employees.** Staff personnel who are employed with the intention of serving in a noncareer status for a period of one year or less are appointed as Temporary Employees. Temporary Employees are employed to fill seasonal jobs or continuing positions that are temporarily vacated.

b. NONSTAFF PERSONNEL

(1) The following groups of individuals are nonstaff personnel:

- (a) **Contract Personnel.** Contract personnel are individuals whose services are required to meet Agency needs which, because of the nature of the duties to be performed or the qualifications required, cannot be met by the assignment of staff personnel. The Agency's relationship with these individuals is established in their contractual agreements.
 - (b) **Consultants.** Consultants are individuals with unusual or special skills, knowledge, or experience who are employed to serve in an advisory capacity. The Agency's relationship with these individuals is established in their contractual or employment agreements.
 - (c) **Detailed Personnel.** Detailed personnel include military personnel and civilian employees of other Government establishments whose services are acquired on detail to perform particular duties in CIA. Detailed personnel are associated with the Agency for periods specified by agreement with their parent organizations and receive the benefits to which they are entitled as members of such organizations.
- (2) Policies concerning the procurement and utilization of the services of contract personnel, consultants, and detailed personnel are contained in Agency regulatory issuances which are applicable to these respective groups.

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